

Carlisle Council on Aging Board **Meeting**
Town Hall - Clark Room
September 19, 2016

The COA Board chair called the meeting to order at 10:34 AM. Board Members Present: Donna MacMullan, Peggy Hilton, Abha Singhal, Reuben Klickstein, Maxine Crowther, Walter Hickman, Kathy DeVivo-Ash, Jean Sain and Giovanna DiNicola. Associate Members present: Ann Quenin, Verna Gilbert, Jean Sain, Elizabeth Acquaviva, John Ballantine and Helen Lyons. COA Staff present: David Klein and Angela Smith. Friends Representative: Nancy Jaysane.

Secretary Minutes: A motion was made by Donna MacMullan to accept the August 23, 2016 minutes prepared by Co-Secretary, Giovanna DiNicola with the following changes:

- Correction to discrepancy in writing FY 2016 and 2017. Now written as FY2016 and FY2017.
- Reuben Klickstein was added as a volunteer to help with the Road Race.

Outreach and Program Manager Reports: A **motion** was made by Donna MacMullan to accept the August reports submitted by Angela Smith. The motion was seconded and carried by voice vote.

Angela stated that more senior tax workers were needed. Abha expressed her pleasure in reading (in the report) that Angela was able to call 3 seniors a day to check in. David noted that incoming and outgoing calls continued to increase every month. He felt it was a noteworthy point for the board to understand.

Social Worker Report: The Board reviewed the August report submitted by Peter Cullinane. David reported that he and Verna had recently met with Alan Canova, Chair of Carlisle's Veterans Committee. He gave him Alan Peter Cullinane's contact information.

Abha asked about if Kenneth Buffman, who is the Veteran's Service Officer (VSO) for Billerica and Carlisle, was supposed to visit Carlisle on a regular basis. Peggy said that in the past, Ken would sit in the library and meet with veterans. That was no longer the case. Some members felt if the VSO had regularly scheduled meeting times that were publicized, veterans would meet with him more often. Angela commented that all incoming callers, who requested information about COA services, were always asked if they were a veteran. If the response was yes, they were encouraged to call the VSO to find out the types of services they receive.

Angela added that she chairs the Local Outreach Coordinator's Group (LOCG). They met recently and spoke with Roland Cartier, who works for CTI in Lowell. His role in the organization was to educate veterans about their eligibility for the various programs and services they could receive. They were told to call their local VSO. If they encountered difficulties, Roland encouraged them to contact him again. Roland gave LOCG members a packet containing services that Veterans could receive, forms that they would need to fill out, etc. Angela regarded Roland as another resource for COA.

Financial Report: David stated that the financial report shows COA YTD spending is on target. Walter suggested that David explain the town credit. He felt that although it basically amounted to an accounting maneuver, it was important for members to understand that it was the town's decision to deduct \$30,000 from COA's budget as a credit against expected LRTA reimbursements as opposed to having the COA return leftover budget money to the town at the end of the fiscal year. David agreed and pointed out where the credit was reflected on the Financial Report. He mentioned that although somewhat unlikely, the main concern about this change was that if for some reason the COA did not receive the LRTA funding it would cause a budget shortfall. He recommended documenting this change at our next meeting with the Finance Committee and in future years as well. On another note, David also mentioned that the COA received several recent donations, including some that were in memory of individuals who recently passed away. The donations were deposited into the COA general Gift Fund.

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A **motion** was made by Donna MacMullan to accept the August Financial Report submitted by David Klein. The motion was and carried by voice vote.

Director's Report: David commented about Carlisle's Senior Tax Advisory Committee (STAC), which some members may not be familiar with because it's a committee that flies somewhat under the radar. Members of the STAC include the: COA Director and Outreach Manager (David and Angela) along with the Town Treasurer/Financial Manager, the Town Assessor and 2-3 residents who are age 60 or above. The STAC meets one or more times a year per year as necessary to, among other things, review requests from senior and disabled residents for assistance through Carlisle's Aid to the Elderly and Disabled fund, which was implemented in 2003 to assist low income and disabled persons to meet their property tax obligations (http://www.carlislema.gov/Pages/CarlisleMA_COA/AidToElderly2016updated11-20-15.pdf). The fund receives donations from Carlisle Town residents usually through reminders in the property tax bills.

David discussed another volunteer opportunity for the board. He currently co-chairs the MCOA Senior Tax Relief Task Force. They generally meet 3 times per year in Westwood. The MCOA leadership recently decided, after several years of advocating for increases in the formula grant, to direct their focus to other legislative actions that could benefit seniors. The next meeting will be on Monday, October 17th at 10am at the Westwood Senior Center.

Returning to the topic of senior centers, David said he recently attended a meeting for COA directors, where Sharon Mercurio, COA Director in Acton, mentioned interesting news about a bill initiated by Senator Elderidge that asks for state funding for senior centers. It would be for matching funds similar to how school buildings are funded. He was hopeful the bill would pass as it would be another funding option for a senior and community center in Carlisle. A **motion** was made by Jean Sain to accept the August Director's Report submitted by David Klein. The motion was seconded and carried by voice vote.

MMSS: Jean Sain attended the September 7, 2016 Minuteman Senior Services Board Meeting where Director Kelly Magee Wright reported on the following achievements by MMSS: (1). Led Emerson Hospital Community Collaborative workgroup in the development of the hospital's consumer friendly discharge instruction sheet. Minuteman would be included as a resource in the Care Setting document for all adult patient discharges. Finalized Town Sheets for distribution of community resources for seniors, persons with disabilities and their families. (2). SHINE fall presentation schedule posted on website and distributed in e-blast. Seven evidenced-based Healthy Living classes scheduled in 6 communities including a Matter of Balance, Chronic Disease Self-Management (CDSM) and Powerful Tools for Caregivers. One CDSM class would be offered in Mandarin in Arlington. (3). FY16 Satisfaction Survey results were analyzed for Family Caregiver Support (100%). Information and Referral Services (89.5%) and Consumer Directed Services (100%). Within Information and Referral, there was a noted improvement with timely responses if the caller left a voicemail. 100% of respondents reported receiving a return call in a timely manner. (4). To promote employee safety, GPS units are being piloted for Protectives Services and intake case managers in the event of an emergency. Case management teams would pilot laptops for the purpose of creating efficiencies and promoting comprehensive and person-centered assessments. (5). Grants: Awarded \$19,000 from EOEA to pilot expansion of services to home care consumers with dementia who may be at risk of adverse nutrition events. Awarded \$10,000 from the National Resource Center on Nutrition and Aging for participation in learning collaborative to "Build the Business Capacity of Senior Nutrition Programs." Theresa Smith, Contract Manager presented the Vendor Contract Services and Recommendations for FY17. They were voted on and approved by all present.

FOCCOA: Nancy Jaysane reported the Friends held their first meeting on September 14. They were pleased with the success of the first Islam program, which they funded. It was oversubscribed. Sixty people had

registered; 35 were on a wait list. When asked why a different venue wasn't chosen to accommodate more people, Angela explained that based on past experience with another presentations about religion, discussions sometimes got heated. Having a smaller number of attendees would give the presenter more control of the audience. Angela noted that Abha would be recording the program; it would be available on CCTV. Nancy informed members that the library's director, Christine Schonhart, had also attended the Friends meeting. She reported that the Ancestry.com program the Friends helped to sponsor had become so popular the library decided to include it in their budget. The Friends will begin to put together their fund raising campaign at the November meeting. It's slated to begin on December 1. Nancy added that the Friends discussed their concerns about funding for the Community Chorus. Although it was a worthwhile program, the requested funding method (a block grant) didn't match-up with the way that the Friends typically fund such programs or activities. The Community Chorus is open to people of all ages, not just seniors. Fortunately, a solution was proposed that members approved. Through the Friends grant to the COA, they would sponsor the number of individual seniors who participated in the Chorus. This is the method that's currently being used to subsidize those that participate in COA and Rec Department programs such as Yoga.

OLD/NEW BUSINESS

COA SUBCOMMITTEE FY 2016-2017: Donna reported she has been working with Abha and David on revising descriptions for various subcommittees and confirming membership for FY17. Subcommittees were encouraged to meet before the October meeting, if possible or by the November meeting. Abha stated that she wanted to update the goals for each subcommittee.

Transportation Task Force: Abha reminded members that the Transportation pilot program was already in place. The only goal was to review the program twice a year. Based on Walter's suggestion, David felt the using the one-year anniversary in November would be a good target. He suggested having Dorothy Williams Proctor meet with the committee to exchange information about how the program had been working for COA and for the vendor, Flow Transportation. Since there was uncertainty about membership for FY17, David would send emails to FY16 members and ask if they planned to remain on the committee as non-voting members.

Space Subcommittee: Jerry Lerman, Chair of the Space Committee, was not in attendance, but Abha gave a historical account of the subcommittee. It was initially formed to assess the feasibility of having a combination senior and community center in Carlisle. Members visited a number of these facilities last year. They were also able to obtain information about space requirements for the senior center portion of the building. The subcommittee looked at land on Bedford Road as a potential site. One of this year's plans was to involve the Rec department in the project. They would be part of the community center. Their needs should be identified. The overall goal was to create a task force that would include COA, the Rec department and other members from the town. Another objective was to seek funds from the town for a schematic design or feasibility study for the facility as suggested in an MCOA Conference workshop attended last year by Jerry, Donna and David. Abha additionally noted that Carlisle resident Ellen Kriegel had volunteered to be part of the committee in FY16 and that she was also added as a member for FY17.

Long Range Planning Subcommittee: Abha explained that in FY 2014, she, Liz Thibeault, Liz Bishop, David Klein and Peggy Hilton worked on the long ranging planning document, which was a 5-year strategy plan. She was concerned that no additional items were added to the plan in FY15 and FY16 to maintain the 5-year plan structure. Abha suggested that the board review the document to ensure that the long range plan is reflective of goals that the COA wishes to accomplish over the next five years. Members discussed changing the plan's format to something that would be less involved and more workable. Abha suggested reviewing the plan again then changes would be discussed. David and Verna were removed from the FY17 members list and Peggy was added.

Road Race Subcommittee: No updates were made needed on this subcommittee. The FY17 membership list was correct.

Minuteman Senior Services (Home Care) Liaison: Abha confirmed that Jean would remain on the subcommittee this year. A replacement would be needed for FY17. Abha suggested that a new liaison be in place by March, which would give them time to transition into their new role.

Nominating Subcommittee: Gio confirmed that membership for FY17 was correct.

Town Advisory Group Subcommittee: David noted that this subcommittee was no longer active. He felt that a subcommittee was still needed to focus on housing. Abha deleted "...and community center related initiatives" from the goals. The subcommittee was renamed to "Housing Subcommittee". Abha needed to contact Jerry about remaining chair for FY17. Helen and David were removed for the FY17 member's list.

Policies and Procedures Subcommittee: Peggy, Verna and Walter offer to be on the subcommittee for FY17. Lillian DeBenedictis was removed as a member for FY16.

Personnel Subcommittee: No updates were made needed on this subcommittee. The FY17 membership list was correct.

CHNA 15: Abha noted this was not an actual subcommittee. COA had been assisting the group with creating a survey. David recommended changing the name to "Health Needs Assessment Committee." He explained that the survey was being done. COA should participate in it. Verna was removed from the FY17 member's list.

A **motion** was made by Donna to extend the meeting by 10 minutes. The motion was seconded and carried by voice vote.

Programs Volunteers Subcommittee: No updates were made needed on this subcommittee. The FY17 membership list was correct.

Publicity Subcommittee: No updates were made needed on this subcommittee. The FY17 membership list was correct.

Senior Tax Advisory Committee: Walter was added to the FY17 member's list.

MCOA Senior Tax Relief Task Force: Abha noted this this was an advisory group. No board members were involved with this group.

A **motion** was made by Donna MacMullan to adjourn the meeting at 12:58 PM. The vote was seconded and carried by voice vote. Donna announced that the next meeting would be held on Tuesday, October 18 at 7:00 PM in the Heald Room. The Clark Room was not available. CCTV equipment was being replaced that day. She added that if the work was completed earlier than expected, the meeting would be held in the Clark Room.

Respectfully submitted, /Giovanna DiNicola/